

## INFORMATION SERVICES

### BUDGET UNIT: COMPUTER OPERATIONS (IAJ ALL)

#### I. GENERAL PROGRAM STATEMENT

The Computer Operations budget finances the staff; its associated costs, the hardware and software costs of the day-to-day operation of the county's computer center and wide area network. The center provides a 24-hour-a-day, 7 day-a-week service to county departments and agencies.

#### II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2000-01</u>	<u>Budget</u> <u>2001-02</u>	<u>Estimated</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>
Total Operating Expense	16,456,799	20,759,820	20,012,215	20,177,069
Total Revenue	18,121,601	20,759,820	19,014,225	20,177,069
Revenue Over/(Under) Expense	1,664,802	-	(997,990)	-
Fixed Assets	761,216	1,771,078	1,771,078	2,879,261
Budgeted Staffing		165.1		154.4
<b><u>Workload Indicators</u></b>				
PC Users/E-Mail Customers	13,168	12,500	12,500	14,467
Record Keyed	24,338,418	23,800,000	19,268,504	19,901,199
Dist. Depart. Sys. Sup. Bill. Hrs.	5,977	4,868	5,868	6,868
Telepro. Sup. Billable Hrs.	6,161	7,146	7,146	7,146
Wan Connections	365	363	363	363
CPU Hours	12,788	14,627	13,600	13,630
PC Desktop Billable Hours	16,287	22,629	22,629	22,629

#### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

##### **STAFFING CHANGES**

Overall budgeted staffing decreased by 10.7 positions primarily from reduced usage of PSE positions and workload changes in this budget unit.

These changes include deleting and adding the following positions in order to adjust to workload changes in various areas of the Computer Operations Internal Service Fund.

Deleted positions includes (3.0) Computer Operations Specialist positions; (1.0) Systems Development Team Leader; (1.0) Computer Operator III; (1.0) Computer Operator II; (1.0) Secretary I; (2.0) Fiscal Clerk I; (2.0) Teleprocessing Support Specialist; (1.0) IT Technical Assistant; (1.0) IT Account Representative II and (9.0) Public Service Employees and (0.2) for overtime.

Added positions includes 1.0 Automated System Analyst II and 1.5 Systems Support Analyst to cover increased workload in Server Management; 1.0 Production Control Supervisor and 1.0 Computer Operation Supervisor to cover staff supervision changes in the Data Center; 1.0 Data Entry Operator II and 1.0 Photographic Lab Tech to cover workload increases in keypunch and microfilm and fiche services; 4.0 Clerk II to convert PSE temp positions to regular positions and 1.0 Clerk III for workload changes in the administration and fiscal support changes areas.

##### **PROGRAM CHANGES**

None

##### **OTHER CHANGES**

None

## **INFORMATION SERVICES**

### **IV. POLICY ITEMS**

None

### **v. FEE CHANGES**

None

GROUP: Administrative/Executive Group  
DEPARTMENT: Information Services - Computer Operations  
FUND: Internal Service IAJ ALL

FUNCTION: General  
ACTIVITY: Computer Operations

INFORMATION SERVICES

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E	F	E+F G	H
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget	Recommended Program Funded Adjustments	2002-03 Proposed Budget	Policy Items
<b><u>Appropriations</u></b>								
Salaries and Benefits	7,800,000	9,018,885	362,900	-	9,381,785	216,684	9,598,469	
Services and Supplies	10,948,313	11,115,805	143,232	-	11,259,037	(819,452)	10,439,585	
Central Computer	-	97,849	-	-	97,849	(61,403)	36,446	
Total Exp Authority	18,748,313	20,232,539	506,132	-	20,738,671	(664,171)	20,074,500	
Less:					-		-	
Reimbursements	-	(747,262)	-	-	(747,262)	(109,658)	(856,920)	
Depreciation	1,293,017	1,274,543	-	-	1,274,543	(315,054)	959,489	
Total Operating Expense	20,041,330	20,759,820	506,132	-	21,265,952	(1,088,883)	20,177,069	
<b><u>Revenue</u></b>								
Current Services	19,014,225	20,759,820	254,816	-	21,014,636	(837,567)	20,177,069	
Total Revenue		20,759,820	254,816	-	21,014,636	(837,567)	20,177,069	
Revenue Over/(Under) Exp.	(1,027,105)	-	(251,316)	-	(251,316)	(251,316)	-	
<b><u>Fixed Asset Expense</u></b>								
Equipment	1,140,000	1,140,000	-	-	1,140,000	1,003,225	2,143,225	
Equip/Lease Purchase	631,078	631,078	-	-	631,078	104,958	736,036	
Total Fixed Assets	1,771,078	1,771,078			1,771,078	1,108,183	2,879,261	
Budgeted Staffing		165.1			165.1	(10.7)	154.4	

6-6-15

## INFORMATION SERVICES

Base Year Adjustments		
Salaries and Benefits	362,900	MOU and retirement increases
Services and Supplies	<u>143,232</u>	Inflation
Total Base Year Operating Expense	<u>506,132</u>	
Current Services	<u>254,816</u>	Cost diff to be within current revenue projections
Total Base Year Revenue	<u>254,816</u>	
Total Base Year Revenue Over/(Under)	<u>(251,316)</u>	

### Recommended Program Funded Adjustments

Salaries and Benefits	216,684	Increased to reflect current trends and projected usage for overtime, standby, and step advances.
Services and Supplies		
Computer Software Expense	(464,225)	Decreased to reflect current installed products & projected costs.
Inventoriable Equipment	(44,489)	Decreased reflecting less equip needs for 2003.
Training	185,848	Increase for additional staff training to stay current with technology.
COWCAP	50,285	Increased per published plan.
Distributed Dp Equipment	(100,844)	Decreased to reflect current projection.
Other Professional & Special Service	(232,197)	Decreased in professional services requirements.
General Maintenance-Equipment	278,048	Increased equipment coming off warranty and mainframe purchase.
Rents & Leases-Equipment	(491,878)	Decreased to reflect purchase of mainframe computer & other lease changes in prior year
	<u>(819,452)</u>	
Central Computers	(61,403)	Fully paid off lease purchase loans.
Total Exp Authority	<u>(664,171)</u>	
Reimbursements	(109,658)	Increase to reflect current administrative cost allocation transfers.
Depreciation	<u>(315,054)</u>	Decreased for fully depreciated equipment.
Total Operating Expense	<u>(1,088,883)</u>	
Revenues	(837,567)	Decreased to reflect current revenue projections.
Revenue Over/(Under) Exp	<u>(251,316)</u>	
Fixed Assets Expense		
Equipment	1,003,225	Purchase of PC servers, disk storage equip, printers, and network equipment.
Lease Purchase Equipment	<u>104,958</u>	Ongoing lease purchase loans
	<u>1,108,183</u>	

Staffing Changes

Classification	Authorized Position Changes	Budgeted FTE Changes	Program/Reason	Request Type	Temporary/ Ongoing
Automated Systems Analyst I	1		To correct dual fill of position 16969.	Workload	Ongoing
Automated Systems Analyst II		1.00	Funded by deletion of (2) Teleprocessing Specialist positions.	Workload	Ongoing
Clerk II	3	4.00	Funded by deletion of PSEs.	Workload	Ongoing
Clerk III	1	1.00	Change in clerical assignments funded by deletion of (2) Fiscal Clerk I positions.	Workload	Ongoing
Computer Operations Specialist	(3)	(3.00)	Deleted to fund (2) SSAll positions.	Workload	Ongoing
Computer Operations Supervisor		1.00	Funded by deletion of Computer Opr III and II position.	Workload	Ongoing
Computer Operator II	(1)	(1.00)	Deleted to fund other position in Computer Ops.	Workload	Ongoing
Computer Operator III	(1)	(1.00)	Deleted to fund change in staff supervision needs on data center.	Workload	Ongoing
Data Entry Operator II Incen 5	1	1.00	Increased to cover additional batching of keypunch jobs from HSS.	Workload	Ongoing
Fiscal Clerk I	(2)	(2.00)	Change in work assignments deleted to fund Clerk III.	Workload	Ongoing
IT Account Representative II	(1)	(1.00)	Deleted to reflect changing workload of IT delivery model.	Workload	Ongoing
IT Technical Assistant	(1)	(1.00)	Work assignment changes in WAN and LAN.	Workload	Ongoing
Photographic Laboratory Techn		1.00	Work changes in Microfilm and fiche services.	Workload	Ongoing
Production Control Supervisor		1.00	Supervision change funded by deletion of Team Leader.	Workload	Ongoing
Public Service Employee	(11)	(9.00)	Deleted to fund conversion of positions to Clerk II.	Workload	Ongoing
Secretary I	(1)	(1.00)	Workload reduction deleted to fund other clerical & technical positions in Computer Ops.	Workload	Ongoing
Staff Analyst II		(0.30)	Decreased OT.	Workload	Ongoing
Systems Development Team Ldr	(1)	(1.00)	Deleted to fund Production Control Supervisor position.	Workload	Ongoing
Systems Support Analyst III	1	1.51	Increased workload in IDM funded from deletion of Computer Opr positions.	Workload	Ongoing
Systems Support Supervisor		0.09	Increase standby and OT.	Workload	Ongoing
Teleprocessing Specialist	(2)	(2.00)	Changes in workload deleted to fund ASA II.	Workload	Ongoing
Total	(17)	(10.70)			